

New Directions: A Career and Technical Education Program at Belknap
County Department of Corrections

April 24, 2013

2013 - 2014 Grant Application Cover Sheet

New Hampshire Department of Education
Carl D. Perkins Career and Technical Education Act

Date of Application: 4/24/2013

Organization name: Belknap County Department of Corrections

Mailing Address: 76 County Drive, Laconia NH, 03246

Source of Funds applying for: Carl D. Perkins Career and Technical Education Act of 2006

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Project Title: New Directions: A Career and Technical Education Program at Belknap County Department of Corrections.

Name and Title of Chief Administrative Officer: Debra Shakett, Administrator of Belknap County

Original Signature of Chief Administrative Officer:

Date:

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I. Project Abstract

Our proposed new and expanded career and technical preparation for inmates will be called New Directions (ND). ND currently has four components: Career Education Program, Basic Automotive Program, Basic Woodshop/Carpentry Program, and the SERVSAFE Employee Starter Program.

We propose to change and expand upon current CTE program by including these programs:

1. OSHA 10 – Primary Partner: LRCC
2. Basic Welding Program- Primary Partner: Jonathan Theberge - Certified Welding Teacher

We plan to continue with these CTE programs that are currently being offered:

1. Basic Automotive Program – Primary Partner: LRCC
2. SERVSAFE Employee Starter Program- Primary Partner: Chef Jayson McCarter of McCarter Services
3. Career Education Class – Primary Partner: LRCC

The priorities that we will address through the Proposed New Directions (ND) Career and Technical Education (CTE) program as they were listed in the Request for Proposal are:

- I. Create or improve programs that result in program completers earning portable credentials;
- II. Create new CTE programs in institutions that do not have such programs;
- III. Expand or create CTE programs that are nontraditional for either gender;
- IV. Provide CTE wherever possible that articulates secondary and postsecondary instruction.

Goals for the ND Program: The goals for this expanded ND program for the inmates at BCDC are: (1) Teach the inmates marketable skills that will assist them in securing employment; (2) Provide the inmates with certificates and/or credentials upon completion of a CTE program; (3) Help them with the re-entry process out of a correctional facility back into the community; and (4) Encourage them to continue their education and refer them to the admissions staff at LRCC to assist them with the application process. The over-arching goal for this proposed program is to reduce the rate of recidivism among the inmates at BCDC and to help them break the cycle they are in and find hope for the future.

Mission of Belknap County Department of Corrections: The Mission of the Belknap County Department of Corrections is to provide protection of society through the detention and confinement of pre-trial detainees and post-trial confines in a safe and secure condition. Belknap County Department of Corrections will provide humane treatment of the offenders during their time of confinement. This will be accomplished by complying with Constitutional Requirements, Correctional Standards, and by providing physical and mental health services and an opportunity for educational, religious, and recreational services. It is the goal of BCDC, through proper care from the staff that the offenders will leave no worse and possibly better than when he or she arrived at the facility. Care will be taken to insure positive growth and re-integration into the community upon release.

Lakes Region Community College Mission Statement: The mission of LRCC is to serve all students seeking a high-quality education, emphasizing active learning and personal attention, whether their goal is to transfer to a four-year college or university, enter immediately into employment in a technical or professional field, or simply improve their current skills and knowledge. We prepare students to meet their personal goals as well as the needs of business, industry, and the community; and we support the community through our involvement in educational, social, cultural, and economic development activities. LRCC will continue its development as a learning-centered institution, characterized by innovation, responsiveness, flexibility, caring, collegiality, accountability, and educational excellence.

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II. Description of Unmet Need:

Under new leadership and over the past three years, BCDOC has added a number of new educational programs, including the CTE programs that we were able to offer through the previous Carl D. Perkins grant. By offering these new proposed programs for the inmates, male and female alike, and through continuing to improve and expand upon most of the current CTE programs, BCDOC would be meeting a need for the inmates that up until recently we have not been able to provide.

When compared with male inmates, our female inmates have typically been underserved at BCDOC. Yet, over the past two years, we have been able to begin several programs for women, and we are committed to continue to offer enrichment and educational programs for the female inmates

While conducting the entrance interviews for inmates who participated in and are participating in the current CTE programs it became apparent that many of the inmates have found it a struggle to find employment and to stay employed, and that several of the inmates lack the skills needed in order to keep these jobs. We also found that many inmates have never held a full-time job for any substantial length of time, and that several of the inmates had no idea how to write a resume or cover letter and that they had no real experience or knowledge in interviewing skills or in proper workplace attire and behavior. For example out of the 64 inmates that have been interviewed so far for the current CTE ND program, 48 inmates have either never held a job or have been employed only in PT or Seasonal jobs for less than 1 year, and 45 inmates do not know how or have never written a resume or cover letter.

Through these entrance interviews we found that of the inmates who were employed prior to incarceration, that they have had a succession of jobs, with the length of employment lasting anywhere from 2 days to 8 years. We also found that out of the 64 inmates interviewed that only 3 had worked FT at the same job for more than 5 years, and that an overwhelming majority of them have never found a meaningful career path or have been able to stay employed with any one job for a significant length of time. This is something that we hope to change through offering these programs. We hope to light a spark of interest and excitement in the inmates through offering these programs and we will encourage and provide them with the opportunity for continuing their education, if they so choose at LRCC or the other community colleges in NH. This opportunity of “bridging the gap” between incarceration and continuing their education will be aided by having the LRCC Director of Admissions and Financial Aid regularly come to BCDOC to hold “informational session” with the inmates, as well as having scheduled tours of LRCC for the inmates who are minimum security and are approaching their release date.

Lack useable space is a significant problem at BCDOC. We have to be creative in how best to utilize our space in order to maximize our programming and continue to provide inmates with meaningful classes. However, BCDOC does have three-bay garage that is currently being used in the evening for the Automotive Program and would be available to use for a Welding Program.

III. Project Plan

Career Education Program: Primary Partner – LRCC. Each CEP session will provide 20 hours of classroom time with an additional 12 hours of planning and preparation time for the instructor and 6 hours per session devoted to individual career counseling for the inmates in the program. Each session will be offered three times during the grant calendar year for a total of 48 hours of classroom time and 15 hours of individual career counseling sessions. Each session will have up to 10 inmate participants for a possible total of 30 inmate participants during the grant calendar year. The CEP classes will be open to

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male and female minimum and medium security inmates. Inmates will be screened through the Classification Committee for appropriateness before they enter.

CEP will assist inmates to enter the world of work and develop the skills to remain employed. Inmates will learn how to write a resume and develop interviewing skills. It will help them understand their strengths and needs and steer them towards appropriate employment. LRCC and BCDOC will provide transitional services to inmates that are interested in furthering their education at LRCC once they have completed the Career Education Program and are released.

All participating inmates in this program will:

- Have an *entrance interview* to discuss the program, their education level, their previous jobs, and their individual goals.
- Take an *Interest Inventory* to see where their skills and interests are.
- Learn about the different *career clusters*, and the types of jobs within those career clusters that match their interest, skills and abilities.
- Learn how to *write a resume and cover letter* and develop *interviewing skills*.
- Be provided with individual *career counseling* that focuses on the needs of each inmate and provides them with some guidance and direction on the types of jobs they should seek once they are released.
- Will take the *Accu-Placer test* before they complete the program. This test assesses basic Math and English skills and is administered to every student in the state who continues education at any CTE center in NH. Testing inmates before leaving the program will facilitate their continuing education.

This Career Education Program, as stated above, would be provided through LRCC. LRCC is geared specifically to non-traditional post secondary students and their staff of educators has the experience and resources needed to address the needs of our inmate population. It is the goal of both LRCC and BCDOC to extend this relationship beyond the end of the grant in June 2014.

SERVSAFE Employee Starter Program: Primary partner –Jayson McCarter of NH Food Bank “Recipe for Success” program, and a former chef at the White House will be the instructor for the SERVSAFE programs.

The SERVSAFE Employee Starter Program is a two-week class with one-2 hour class each week for a total of 4 hours of classroom time. SERVSAFE will be offered seven times with up to 10 participants per session for a possible total of 70 inmate participants during the grant calendar year and 28 total hours of classroom time.

SERVSAFE is a National Restaurant Association educational program to teach persons in food service about proper food handling techniques, personal hygiene, cleaning and sanitizing, food storage, prep, cooking and serving. It teaches the students about proper time and temperature control required to keep food safe, and also teaches about persons with food allergies. The SERVSAFE program is based on the 2009 FDA Food Code (the most current version of the food code) and once the participants complete the program and take a test they earn a nationally recognized SERVSAFE employee starter program Certificate.

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SERVSAFE workbooks will be given to each participant and at the end of the second class a 45-question test will be administered. If the participants pass the test they will earn the nationally recognized SERVSAFE Employee starter program certificate making them more marketable to potential employers.

SERVSAFE classes will be open to male and female minimum and medium security inmates. Inmates will be screened through the Classification Committee for appropriateness before they enter.

Basic Welding: Primary partner – Jonathan Theberge – Certified Welding Teacher. Each session will provide 48 hours of classroom time with an additional 22 hours of planning and preparation time for the instructor. Each session will be offered three times with up to 6 inmates participating in each session for a possible total of 24 inmate participants during the grant calendar year and 144 hours of total classroom time. This program will be offered to male and female minimum-security inmates who will be screened through the Classification Committee for appropriateness before they enter.

The Basic Welding class will teach the participating inmates basic to more advanced welding skills making them more marketable and competitive as they enter the world of work. They will learn about welding safety, the proper use of welding equipment and the basics of Stick, MIG and TIG Welding. The inmates will have the opportunity to work on many welding projects throughout the grant calendar year and will earn a certificate of completion, training and specialization in those basic welding skills and techniques.

Basic Auto Mechanics Program: Primary partner – LRCC. Each session will provide 48 hours of classroom time with an additional 20 hours of planning and preparation time for the instructor. Each session will be offered three times with up to 10 inmates participating in each session for a possible total of 30 inmate participants during the grant calendar year and 144 hours of total classroom time. This program will be offered to male and female minimum-security inmates who will be screened through the Classification Committee for appropriateness before they enter.

This class will provide basic instruction in career opportunities, safety, proper tool usage, service operations and basic maintenance. This class will give the inmates the opportunity to learn the skills necessary to make them more marketable and competitive as they enter the world of work.

Upon successful completion of this program, participants will receive a certificate of completion from LRCC that can be applied towards credits for continuing their education and training at LRCC.

OSHA 10 Courses and Certificate Program: Primary Partner – LRCC. The OSHA courses that will be offered are: OSHA 10-hour General Industry Safety Course and OSHA 10-hour Construction Safety Course. The OSHA-10 Construction Safety Course is designed to give entry-level construction workers a basic understanding of how to recognize and prevent hazards on a construction site. The OSHA-10 General Industry Safety Course gives entry-level general industry workers a basic understanding of how to recognize and prevent hazards at an industry work site.

Each OSHA course will be offered three times during the grant calendar year with up to 10 inmates participating in each class for a possible total of 60 inmate participants during the grant calendar year. Each session of both courses will provide 10 hours of classroom time with a total of 30 hours of classroom time per course with 60 hours of classroom time between both courses. The instructor will be provided with an additional 5 hours of preparation and planning time per each course for a total of 10

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hours. These classes will be offered to male and female minimum and medium security inmates who will be screened through the Classification Committee for appropriateness before they enter.

All inmate participants will receive a course completion certificate plus a course completion wallet card supplied by OSHA that certifies they have successfully completed the 10-hour course.

IV. Evaluation Plan and Reports

- A. Baseline Data – We will have the data available on the number of inmates who could potentially participate in the ND program broken down by gender, age, race/ethnicity and level of education.
- B. Entrance interviews – To collect data such as: employment status, employment history, age, gender, race/ethnicity, prior incarcerations, and level of education for the inmates who enroll in the program.
- C. Post data collection for the inmates who complete the ND program as well as for the inmates who do not complete the ND program. We will collect the data regarding their age, gender, race/ethnicity, level of education, and prior incarcerations.
- D. A 3- month, 6-month and if possible, 1-year follow- up phone screening with the inmates that participated in the ND CTE Programs to assess their employment and/or educational status and to track the rate of recidivism among the inmates who completed or participated in the ND program.

We will be basing our evaluation plan on the potential for 224 inmate participant spaces available in all the proposed programs combined during the grant calendar year, as well as the number of inmates who could potentially participate in the program. (That does not mean 224 inmates will be participating in the ND program as one inmate may choose to sign up for all 5 programs thereby taking up 5 of the available spaces, nor does it mean that all inmates who could potentially participate in the ND program will enroll.)

During the first step of the evaluation process, the entrance interview, we will have all inmates participating in the program agree to participate in the evaluation process and that they give us permission to follow up with them after they are released. Through our pre-data collection we will know the percentage of inmates in the ND program that were employed, either full-time or part-time prior to incarceration. We hope to increase that number of who are employed after they are released by 2%-3%. Another goal of the ND program is to have 25% of those inmates participating in the program secure employment within 6-months of their release and to have maintained their employment one year after their release.

These program goals will be tracked through the evaluation plan as mentioned above in letters A-D. One of the evaluation tools will be having all participating inmates allowing us to contact them post-release regarding their employment status. We will ask for two ways of contacting them; one being their home or cell phone number and another being their mailing address. As mentioned above, the inmates will give us permission contact them but they will also give us permission to speak with a designated contact person (mother, father, or other family member), in case they are not available to speak with us and/or if the two ways of contacting them are no longer valid.

Through this 3 month, 6-month and if possible, 1 year follow up evaluation we will be able to assess if the participants have been able to secure employment within 6 months of their release and if they were able to maintain that employment 1 year after their release. We will also be able to track the recidivism rate among the ND participants.

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V. New Directions Budget

EXPENSES		REVENUE			TOTALS
ITEM	AMOUNT	CASH	IN-KIND	DOE Grant	
SALARIES					
LRCC Faculty: Career Ed, Auto & OSHA =309 hrs (Includes Fica, Retirement & Teacher prep) x \$49.30/hr = \$ 15,233.70	\$15,233.70			\$15,233.70	\$15,233.70
PT Program Employee:(Auto & Welding)288 hrs x \$20= \$5,760.00	\$5,760.00		\$5,760.00		\$5,760.00
SERVSAFE: 7 Employee Classes \$350 a class = \$2,450	\$2,450.00			\$2,450.00	\$2,450.00
Welding Teacher: 166 hrs. x \$50.00/hr. = \$8,300.00	\$8,300.00			\$8,300.00	\$8,300.00
PROFESSIONAL/TECHNICAL SERVICES					
BCDC Program Director Time/Grant Manager(18hrs/mo x 12 mos x \$22.86/hr= \$4,937.76)	\$4,937.76		\$4,937.76		\$4,937.76
BCDC Staff Time: interviews- phone screenings (200 hours x 22.86/hr = \$4,572.00)	\$4,572.00		\$4,572.00		\$4,572.00
LRCC Admin/Supervision Fee 20%	\$3,046.74			\$3,046.74	\$3,046.74
SUPPLIES/CURRICULUM					
Textbooks/handouts	\$1,800.00			\$1,800.00	\$1,800.00
Automotive Class Textbooks & Notebooks for Auto and Welding	\$1,050.00		\$1,050.00		\$1,050.00
Metals for Welding Class	\$5,000.00			\$5,000.00	\$5,000.00
Parts, Lubricants & Incidentals	\$1,000.00			\$1,000.00	\$1,000.00
EQUIPMENT					
Assorted tools for Welding and Automotive Class	\$1,800.00			\$1,800.00	\$1,800.00
BCDOC Auto Machinery/Equipment/Tools	\$7,600.00		\$7,600.00		\$7,600.00
Protective Welding Gear	\$1,200.00			\$1,200.00	\$1,200.00
Welding Curtains 13 x \$45.00	\$585.00			\$585.00	\$585.00
Gable End Ventilation System	\$700.00			\$700.00	\$700.00
MIG Welding Machine \$1,200 per machine x 3 machines = \$3,600	\$3,600.00			\$3,600.00	\$3,600.00
TIG/Stick Welding Machine combo \$3,500 a machine x 3 machines = \$10,500	\$10,500.00			\$10,500.00	\$10,500.00
Oxy Fuel Torches @ \$300 a set x 4	\$1,200.00			\$1,200.00	\$1,200.00
Plasma Cutter	\$2,150.00			\$2,150.00	\$2,150.00
Welding Tanks & Fuel	\$1,100.00			\$1,100.00	\$1,100.00
AVA Equipment, Laptop, Projector, Copier	\$1,700.00		\$1,700.00		\$1,700.00
PROPERTY/PROPERTY SERVICES					
Garage/Utilities/Internet	\$2,500.00		\$2,500.00		\$2,500.00
Electrical Installation for Welding	\$600.00		\$600.00		\$600.00
2-2003 Ford Crown Victoria Cars for Auto Class	\$7,200.00		\$7,200.00		\$7,200.00
TOTALS			\$35,874.76	\$59,665.44	\$95,540.20

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New Directions Budget Narrative and Justification:

- A. **Salaries:** The salaries for the LRCC Faculty instructors, the Welding instructor and for the SERVSAFE instructor will be paid for with the NH Dept. of Ed. CTE grant. The LRCC salaries are as what is quoted by LRCC as an average hourly salary for their faculty. The LRCC salaries include FICA at 7.65% and Retirement at 12.31%. The salary for the part-time programs employee will be paid for through BCDOC. The salary for the SERVSAFE instructor and the Welding instructor is based on how much they charge per hour or per class.
- B. **Professional Technical Services:** All costs of managing and overseeing the ND program, including entrance interviews and follow-up phone screenings, will be part of the on-going responsibilities of the Programs Director/Grant Manager and the BCDOC staff. The LRCC Administration and Supervision fee of 20% will be paid for through the NH Dept. of Ed. CTE grant.
- C. **Supplies and Curriculum:** The supplies and curriculum will be provided through a combination of BCDOC and funds through the NH. Dept. of Ed. CTE grant. The cost of \$2,000.00 for textbooks and handouts for the Welding, OSHA-10 and Career Education classes are based on the amount needed to offer these classes three times during the grant calendar year.
- D. **Equipment:** Most of the equipment needed for the automotive program will be provided through BCDOC with some additional small tools and other equipment needed for the automotive class that will be paid for through the grant. The cost of equipment needed for the welding program at \$20,335.00, is based on what the welding teacher said is the minimum of what would be needed to run a basic welding class three times during the grant calendar year. The cost of \$1,800.00 for assorted small tools needed for the automotive and welding program and \$1,000.00 for parts, lubricants and incidentals are based on the minimum of what LRCC and the welding teacher said they would need in order to run these classes three times during the grant calendar year.
- E. **Property/Property Services:** Property, including use of space and two BCDOC vehicles, property services, and other overhead expenses will all be provided through BCDOC. The electrical wiring installation for the welding program will be provided through BCDOC.

Other Sources of Support and In-Kind Match: Program materials for New Directions such as: paper, pens, pencils, and folders will be provided through BCDOC. A woodshop with tools and equipment will be available for both the automotive and welding classes provided through BCDOC. A three-bay garage for automotive and welding class space and utilities for both classes will be provided through BCDOC. Most of the automotive machinery and equipment will be provided through BCDOC. Two BCDOC cars will be available for teaching purposes and will be maintained by the automotive class under the direction and supervision of the LRCC automotive teacher. A limited selection of automotive tools has been donated to BCDOC from DRMO at Concord National Guard, Concord NH. The use of a TV and DVD will be provided through BCDOC. The use of a Photocopier and copier paper will be provided through BCDOC. The use of a laptop, projector, and the use of Internet for classes will be provided through

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BCDOC. Closet space and space in filing cabinets, if needed, will also be provided for these classes and programs through BCDOC.

Tamara McGonagle, Director of Programs at BCDOC, will be providing her time for management and overseeing of the grant and all the activities, programs, and classes provided through the grant.

Tamara McGonagle and Jennifer Irving, a Correctional Officer, will be providing their time to complete the entrance interviews and the follow-up phone screenings with the inmates who participated in any of the ND programs. Captain Dave Berry will be providing his time for additional assistance in completing the phone screenings.

The part-time programs employee for the Basic Auto Mechanics class and Basic Welding class will be provided through BCDOC. The educators at LRCC will provide their time and transitional services to those inmates interested in pursuing or continuing their education at LRCC.

Sue Cagle, an educator from UNH Cooperative Extension, will continue to provide classes at BCDOC. Those classes are: Communication & Conflict Resolution, Money Management, and Parenting under Difficult Circumstances for the inmates. These classes will support and enhance the New Directions program.

The members of the Institutional Advisory Committee are: BCDOC Superintendent Daniel Ward, Finance Officer for Belknap County Glen Waring, BCDOC Programs Director Tamara McGonagle, Vice President of LRCC Tom Goulette, UNH Cooperative Extension Educator Sue Cagle, and Paul Hatch from NH Employment Security.

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Attachment A

Current Programs at Belknap County Department of Corrections: The current programs and services at the BCDOC are: (1) weekly AA meetings; (2) weekly NA meetings; (3) The Adapt Program (12 week psycho-educational substance abuse self-awareness group); (4) Basic Woodshop & Carpentry - provided through the previous CTE grant; (5) Basic Automotive - provided through the previous CTE grant; (6) Alternatives to Violence Program (AVP is a 1-2 day workshop for male inmates offered every 3-4 months); (7) SERVSAFE (A food safety/food service class); (8) Career Education Program (taught in collaboration with LRCC); (9) The GED educational classes and GED certificate program; (10) weekly Writing class; (11) Communication and Conflict Resolution, (12) Money Management, and (13) Parenting classes are all taught through UNH Cooperative Extension; (14) Nurturing Parenting Skills taught through the Family Resource Center of Lakes Region Community Services (15) weekly Yoga class for female inmates; (16) weekly non-denominational Church services; (17) weekly non-denominational female bible study groups; (18) weekly non-denominational male bible study groups (19) Health Services; (20) Pastoral and Mental Health counseling services; (21) weekly "Chances and Changes" program for female inmates offered through the Educators of New Beginnings in Laconia; (22) the Going-Home/Re-entry group; (23) Life-Skills/Decision Making class (a six week class offered 2 times per year); (24) weekly Knitting classes for female inmates; (25) Impact of substance abuse during pregnancy and Shaken baby syndrome (offered 3-4 times a year taught by Ruth O'Hara, RN from LRGH); (26) Anger Management - will be offered summer of 2013 and (27) a weekly Art class.

The constituency for the Belknap County Department of Corrections is Belknap County and all the people that reside within that county.

Community Collaborations: Some of the community organizations that Belknap County Department of Corrections has collaborated with and or provides services to are: Belknap County Nursing Home, Belknap County Economic Development Council, Belknap County Police Departments, 4-H chapter in Laconia, NH Employment Security in Laconia, 911 Fire and Dispatch offices in Laconia, Belknap County Court House in Laconia, Belknap County Youth Services, Belknap County Juvenile & Adult Diversion, United Way, UNH Cooperative Extension, Horizons Counseling, Genesis Behavioral Health, Salvation Army, Catholic Charities, Habitat for Humanity, Health-Link, New Beginnings of Laconia, Community Action Program, Laconia Adult Education, Lakes Region Community Services and the Family Resource Center, Department of Health and Human Services, Lakes Region Community College, Lakes Region General Hospital, the Belknap Mill, and Multi-Cultural Market Day in Laconia.

